

THIRD PARTY LIABILITIES (TPL) INSURANCE SOLICITATION
Solicitation Amendment – SID320-16-Q-0006-A001

QUESTIONS AND ANSWERS (Q&A)

Question #1. What is the period of contract needed for this TPL insurance requirement?

Answer: Please refer to Section B.3.3 through B.6.1 on the Solicitation SID320-06-Q-0006. The period of the contract will be one base year plus four option years (total five years).

Question #2. What are the changes to the TPL insurance requirement on the Amendment of the solicitation?

Answer: Please refer to the SF-30 – Amendment of the Solicitation. The purpose of the Amendment is to make the following changes:

- 1). To revise a typo on Section B.3.3 of the Solicitation document: the starting date of the base period of the contract is **September 7, 2016**. The total period of this contract is one Base Period plus four Option Years (Section B)
- 2). To revise the premium calculation terms for Vehicles Added or Removed During Period of Performance (Section B.7.2). The premium for the added vehicles **shall be calculated at a daily prorated rate**.
- 3). To extend the Proposal due-date and time through **July 13, 2016 at 16:00** (SF-33 block 9).

Question #3. What vehicles will be covered under this insurance plan?

Answer: Please refer to Section C.1.1 and Exhibit C. This insurance is for US Government Official vehicles at US Embassy Jakarta, as well some vehicles at US Consulate Medan. There will be around 190 vehicles, which include four-wheelers, motorcycles, forklifts, cranes, trucks, etc.

Question #4. Prices for Base, First, Second, Third, and Fourth Option Years: Can they be different from one year to another or prices for each year must be the same for the base and all option years?

Answer: The premium prices for each year can be the same or different. Bidders are expected to project the cost for delivery of services for each fiscal year factoring in projected changes in the market and costs of the services.

Question #5. What is the amount of coverage under this insurance plan?

Answer: Please refer to Section C.2 and Exhibit C. The required amount of coverage under this insurance will be Rp 500,000,000 maximum per accident which will cover bodily injuries (to include passengers riding in the vehicle other than the drivers), and/or the property damage.

Question #6. Does this coverage amount of maximum Rp 500,000,000 also include the insurance coverage for motorcycles?

Answer: Yes it does. This coverage amount of maximum Rp 500,000,000 includes the insurance coverage for motorcycles.

Question #7. Does this TPL insurance cover US Embassy employees as the “legally passengers riding in the vehicle other than driver”?

Answer: No. It only covers the legal passengers who are not Embassy employees.

Question #8. Is this coverage amount of maximum Rp 500,000,000 for one vehicle or for one accident occurrence?

Answer: This coverage amount of maximum Rp 500,000,000 is per accident occurrence.

Question #9. Please clarify if the premium for vehicle added during the performance period is calculated on a monthly basis or prorated on a daily basis.

Answer: *The premium for the added vehicles shall be calculated at a daily prorated rate from the start date until the expiry date of coverage period (i.e. September 6). The solicitation is amended reflecting this change. Please refer to the SF-30 – Amendment of the Solicitation*

Question #10. Please describe the Article B.8 Administrative Retention Amounts. What does the “retention amount” mean? Is it the amount that Insurance Company retains while calculating a premium; or, the amount the USG holds from the premium payment to the insurance company?

Answer: *The retention amount is the amount in the charge from the company above the cost of the service itself that is charged (or “retained”) by the company for administrative costs, profit, etc. Per the contract, this amount should be indicated in the bid submission.*

Question #11. Please clarify if the information requested under this Article B.8 will be taken into account for the US Embassy’s evaluation purposes as this information (bodily injury and property damage) can only be provided by an insurance company.

Answer: *No, the retention amounts are not among the evaluation factors. Please refer to the Section M for the Evaluation Factors for Award.*

However, as stated in Article B.8.1 “For purposes of any economic price adjustment, this retention amount is a fixed amount that is a part of the premium amounts in B.3.” Hence, these amounts will affect the overall price proposal and cannot be adjusted over the life of the contract.

Question #12. Who was the last contractor for the US Embassy’s TPL insurance provider?

Answer: *AXA Indonesia insurance company.*

Question #13. Can you share the claim reimbursement data for the last three years?

Answer: *In 2013, there were two (2) claims; in 201, there was one (1) claim; in 2015, there was one (1) claim; and in 2016, there has been one (1) claim.*

Question #14. How shall the claim be settled to the third party when there is liability claim?

Answer: *Please refer to Section C.2.2. It is noted and agreed by the Insured and the Insurer that in the event of a third party liability claim, the Insurer shall make claim settlement directly to the third party. The claim settlement to the third party will cover the following issues: payment directly to third party in case of property damage and/or bodily injury/fatal accident, payment directly to the hospital in case of bodily injury which requires hospital treatment. This condition shall apply subject to the limit of liability and liability aspect covered under the policy.*

Question #15. Do we have to provide references and certification of experience and past performance from our last or present clients or customers?

Answer: *Yes, you do. Please refer to Section L.1.2 (Instructions to Offeror) and Section L.2.4.(b) Experience of Past Performance.*

Question #16. Past experience certifications/contracts: Is there any specific/special format that information needs to be submitted?

Answer: *No, as long as your company can provide the required information as stated in Section L. 1 through L.4 of the solicitation.*

Question #17. Past experience certifications/contracts: Is there a minimum number of clients that needs to be included as part of the past experience?

Answer: No, but it is preferable to have at least three (3).

Question #18. What is the anticipated starting date of the contract?

Answer: The new contract and the insurance coverage will be effective starting September 7, 2016.

Question #19. Can you tell us about the DUNS number and SAM registration requirement? And how do we get a DUNS Number and registered in SAM?

Answer: The DUNS number and SAM registration are required to be awarded this contract. As required by the U.S. Government's federal acquisition regulations (FAR), for procurement or a contract valued at more than \$30,000.00, the winning contractor must register in the DUNS and SAM systems.

- 1. To register and obtain a Contractor Identification Number from Data Universal Numbering System/DUNS please go to <http://fedgov.dnb.com/webform>.*
- 2. To register with the System for Award Management please go to <https://www.sam.gov>.*

Prospective offerors are encouraged to complete the DUNS and SAM registration process prior to the submittal of their proposals in response to this solicitation.

If you are having difficulties, both websites have help desks that can provide assistance. Additionally, you may contact us and we may provide assistance.

Question #20. What complete proposal documents do we have to submit to US Embassy for this bidding solicitation?

Answer: Please refer Section L.1 and L.2 for Complete instructions, Conditions and Notices to the Offerors.

Question #21. To what address do we have to submit the Proposal/complete bidding package to the US Embassy?

*Answer: Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to:
The Contracting Officer, GSO/PCU
US Embassy Annex,
GEDUNG SARANA JAYA, 12th floor
Jl. Budi Kemuliaan I No. 1, JAKARTA 10110*

Question #22. When is the deadline for submitting the proposal to US Embassy for this bidding solicitation?

Answer: The deadline for proposal is extended until July 13, 2016 at 16:00 local time.

End of Q&A.